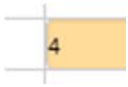
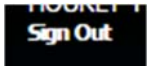
TimeSaver Training - Employee - Hourly View Timecard

Step	Action
1.	To begin, open **TimeSaver** from the icon on your desktop.
2.	Enter your **Employee ID** and your **password.** Hit **enter** or the **right arrow** key to log on.
3.	The new version of TimeSaver 8.0 looks different than the older version, but much of the functionality is the same. There are two **"Views"** for timecards. An **Hourly View** timecard and a **Project View** timecard. **These instructions are for employees that have an Hourly Timecard represented by a vertical schedule.**
4.	To **Maximize** the view, click the **Window** icon in the upper right corner on the title bar. Click again to **Minimize** the window.
5.	The **Related Items** pane to the right of the timecard contains less commonly used widgets such as **My Audits**, **My Calendar**, **My Reports**, and **Change My Password**. This pane can be **Minimized** and **Maximized** by clicking on the arrow.
6.	The system defaults to **Current Pay Period**. To find another pay period, in the upper right corner of the workspace, select the **down arrow** and choose from list.

Step	Action
7.	To find a **range of dates**, click the **Calendar** icon. Enter **Start Date** and **End Date**, or use the calendar icons.
8.	Let's enter time for the day. Enter time using the **"In"** and **"Out"** fields.
9.	To add a row, click the **plus** sign at far left.
10.	Enter the next shift with **"In"** and **"Out"** times.
11.	To save, click the **Save** icon.
12.	To find a **Pay Code**, click the down arrow, and select from the list. In this example we use the **Vacation Taken Hours.**
13.	Enter the number of hours appropriate for the Pay Code. 
14.	To enter a transfer, click the down arrow and select from the list. The system remembers the last ten (10) entries. To transfer hours to a different **Labor Account,** click **Search**.
15.	Enter the **Labor Account** details as defined for your department. Then click **Apply.**
16.	Select the **Work Rule** from the drop down list. Click **Apply**. Available pay codes and work rules vary depending on the department, bargaining unit, and job class. Some employees do not have **Work Rules.**

Step	Action
17.	Remember to save your entries by clicking the **Save** icon.
18.	Now let's look at **Totals** and **Accruals**. At the bottom of the screen, click on the **down arrow** to show more content. You can adjust the screen by grabbing the cursor and sliding the bar up or down.
19.	To see totals, click on the **Totals** tab. The system defaults to **All** total hours. To find **Shift, Daily**, or **Period to Date** totals, select from the left filter box.
20.	To see the accruals balances, click the **Accruals** tab. **To see accurate accruals balances, best practice suggests clicking in the timecard on the last day of the pay period.**
21.	To add a **Comment**, right click in a cell. Hours must already be entered to add a comment.
22.	Click the **Comments** icon in the pop up window.
23.	Select the type of comment from the drop down list.
24.	If the type of comment is **Additional Comment**, type a clarifying note in the **Add a Note** field. When complete click **Add**, then **OK**.
25.	Remember to save your comment. To see the comment, hover your cursor over the comment bubble.

Step	Action
26.	Prior to approving your timecard, ensure that your daily, weekly, and pay period hours are as expected. Confirm any overtime, leave hours, and labor codes are accurate.
27.	To **Approve** your timecard, click on the **Approve Timecard** icon. Then click **Approve Timecard**. You may also remove your approval here.
28.	Read the **Approval Statement**. Click **Approve**.
29.	To log off, click **Sign Out**. 
30.	Please be alerted that using the browser arrows will erroneously log you off TimeSaver. Log off by clicking **Sign Out.**
31.	This concludes the employee training for an hourly view timecard. **End of Procedure.**